



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## 2009-2010 SES Provider Application Questions and Answers #4

### Question #1

Can answers be placed on a separate sheet, or does the narrative need to stay within the gridlines provided in the application? In other words, can we create a separate Word document for our narrative?

### Answer #1

Yes, applicants may (and should) create a separate Word document for responses to application questions. Please be sure to clearly label each response with the Part number, Section number, and Question number (e.g., Part 2, Section 1, Question 1). In addition, please be sure the newly created document adheres to the spacing (double-spaced), font size (no less than 12-point font), and margin (no less than one inch on each side) requirements.

### Question #2

How should reviewers be referenced to the appendix? Do references to the appendix need to be double-spaced?

### Answer #2

If you have included information in the appendix, it is best to provide specific references for reviewers to the exact section of the appendix that the document supports. For example, if you are answering a question in the narrative for Part 2, Section 1, Question 1, and you have two pieces of additional information that you have included in the appendix to support that section, you should tell reviewers, for example, “please refer to Appendix B, Section 2” so that it is clear to reviewers which part of the appendix they need to refer to. If references to the appendix are included in the narrative (Part 2), they must be double-spaced.

### Question #3

Can SES programming be just homework help?

### Answer #3

No. As per IDOE Policies & Procedures for SES Subpart B, Section 2.8(b), “tutoring programs should not focus on homework help.” Tutors must not advertise their programs as homework assistance, and approved providers may not offer programming that resembles a “study hall-like” environment wherein students work independently with little or no interaction with a tutor.

Further, Subpart B, Section 2.8(a) requires that in order to be an approved SES program, SES must be of high quality and must match descriptions detailed in a provider’s application or subsequent amendments, and students must be engaged in learning activities and academic work that is in accordance with the lesson and curriculum description described in the provider’s approved application.

#### **Question #4**

What if our organization hasn’t evaluated our services in the past but we’ve offered academic assistance (in other words, if we are not a new organization)? What evidence should be provided for Part 2, Section I, #1?

#### **Answer #4**

If your organization has offered academic services in the past but does not have any data or statistics related to the effectiveness of your organization, while reviewers may question why no outcome data have been collected and this may affect the score given for this section, there may be a few additional pieces of information that you could include to demonstrate your organization’s effectiveness.

In this case, you may want to include the results of parent or student satisfaction surveys that you may have conducted. You may also want to include testimonials (which might be in the form of letters or e-mails) from parents and students who have participated in your programming. You may also want to include specific research on the effectiveness of your program’s components; for example, if your program uses a particular curriculum and there is a lot of research about the effectiveness of that curriculum, you might want to include some of that information.

#### **Question #5**

What types of instructional methods should be described in Part 2, Section II, #3?

#### **Answer #5**

In this section, you should describe the instructional methods that are used by tutors in your program to implement the curriculum that you describe in Part 2, Section II, #2. Examples of instructional methods that could be listed might include, but not be limited to, direct instruction; lecture; hands-on, project-based, problem-based, or case-based instruction; collaborative learning; independent practice; etc. Please note that any instructional methods listed in this section must be methods actually utilized for your

programming, as any applicant that is approved to be an SES provider is required to implement programming as described in the application.

### **Question #6**

What are the minimum requirements for being an SES tutor in Indiana?

### **Answer #6**

As per IDOE Policies & Procedures for SES, Subpart B, Section 2.3(a)(A1) and (A2), all SES tutors are required to meet IDOE's minimum tutor qualifications. This means that tutors, must, at a minimum:

- 1). Meet Title I paraprofessional requirements, meaning that each tutor must have i) completed at least two years of study at an institution of higher education; OR ii) obtained an associate's or higher degree; OR iii) passed the para-professional exam.
- 2). Possess at least one year's worth of education-related experience prior to being hired. The following types of experience qualify; i) experience as a tutor; ii) experience providing programming or instruction to youth; iii) experience substitute or student teaching; iv) experience as a paraprofessional or instructional aide; or iv) experience as a certified teacher.

Although these are Indiana's minimum requirements for being an SES tutor, SES providers are welcome to create standards that are higher. For example, an SES provider may require tutors to be certified teachers, or to possess at least a Bachelor's degree in an education-related field. Whichever qualifications applicants describe in their applications (whether they meet or exceed the state minimum requirements) are the qualifications that their tutors will be required to meet.

### **Question #7**

If an approved provider chooses to do so, can an approved provider reimburse parents for mileage to and from tutoring? If so, does the provider have to use state or federal mileage reimbursement rates?

### **Answer #7**

If a provider chooses to do so, it may reimburse parents for the cost of mileage. If it is the provider's choice to reimburse parents, the provider could choose the rate that it sets for mileage reimbursement. Please note that it is voluntary for a provider to choose to reimburse parents for mileage to and from tutoring.

### **Question #8**

I would like confirmation that the ONLY part of the application that must comply with the double-spaced, 1" margin, 12-point font requirement is Part Two, Section I – VI. On the

downloadable Word document, the table that includes Part One, Section I – III does not meet these requirements (i.e. It is single spaced, has smaller margins, and 10-point font). Is it acceptable for Part One to remain in this format?

### **Answer #8**

Only Part Two, Sections I-VI are required to be double-spaced, one-inch margin, 12-point font, and 25 pages. However, applicants should not feel that they need to type their responses in the downloadable application. Instead, applicants are encouraged to create a separate Word document for responses to application questions. The downloadable application was not meant to serve as the model for submission of application responses. Regardless of whether applicants create a separate document or use the downloadable application, applicants should be sure to clearly label each response with the Part number, Section number, and Question number (e.g., Part 2, Section I, Question I). In addition, applicants should ensure that at least the narrative portion (Part Two, Sections I-VI) of the submitted application and copies adhere to the spacing (double-spaced), font size (no less than 12-point font), and margin (no less than one inch on each side) requirements.

### **Question #9**

I have a question regarding Evidence that the Provider is Financially Sound, Number 1. Submit a copy of a notarized business license or formal documentation of legal status with respect to conducting business in Indiana.

Currently, we are an approved provider in California and are looking to provide services for the Indiana Department of Education. We are a corporation that is in good standing in California. What formal documentation is acceptable for indicating our legal status to conduct business in Indiana? Would an articles of incorporation work, or maybe Record of Corporate Standing?

### **Answer #9**

Organizations may contact the Indiana Secretary of State's Office to determine the appropriate steps necessary and obligations for conducting business in Indiana (<http://www.in.gov/sos/>). Forms of appropriate documentation may include but not be limited to a business license, documentation of an organization's 501c3 status, Articles of Incorporation, or any other formal legal documentation that is acceptable to the Indiana Secretary of State and that verifies an organization's ability to conduct business in Indiana.

### **Question #10**

I wanted to offer an in-home, web-based program to students. I was also considering offering the free use of a computer and internet connection for the duration of the program to parents

who didn't have them, since this would obviously be necessary to access the program. Would this violate any policies? If so, is there an acceptable alternative?

### **Answer #10**

It is acceptable for online providers to offer students a computer and/or internet connection for the duration of a student's SES program if the computer and/or internet program is essential for program implementation (i.e. the student could not receive instruction or programming for the provider's program without these tools). However, it is important to note that in Indiana incentives cannot exceed \$50 per student per school year (see Indiana's Incentive Policy in Appendix C of IDOE's Policies and Procedures for SES document). Therefore, once the program has ended, the computer must be recollected since the value of the computer would exceed the \$50 incentive limit (at that time, the computer would be considered an incentive since after the program is completed the computer is no longer a tool that is essential for program implementation).

### **Question #11**

For Response/Question Part Two, Section I #1 asks for a diagram/graph/table demonstrating record of effectiveness.

Is it okay to respond to this section, by placing my two "tables" within the appendix? Since, it is not an actual "narrative response" which I am required to remain within the 25 page limit, but rather an actual diagram.

### **Answer #11**

It is acceptable to include tables, graphs or charts in the appendix. However, a narrative response is still necessary. Applicants should explain how the table, graph or chart included in the appendix clearly demonstrates significant improvement in student academic achievement. Applicants should also appropriately reference any appendix items (e.g. "Please review Chart A located in Appendix B").

### **Question #12**

For Response/Question Part Two, Section I #3 asks for parent survey results, parent letters of support, etc.

Is it okay to also place the parent letter(s) within the Appendix, since it's not a question that requires a response in a "narrative format", but rather a form of documentation that shows proof of support. Or do the letters (meaning more than one letter) need to be placed within the 25 page narrative limit?

## **Answer #12**

It is important to note that parent survey results or parent letters of support are not required. However, organizations that have this information are encouraged to submit such documentation. Survey results and/or letters may be included in the appendix. In addition, if applicants do have survey results and/or other information from parents, applicants should include a narrative response explaining the survey results or summarizing general themes found in parent letters included in the appendix. Applicants should also be sure to clearly refer reviewers to the appropriate section(s) of the appendix in which parent letters or survey results can be found.

## **Question #13**

For Response/Question Part Two, Section 5 #5 would you like a copy of an actual progress report of a student, or would you like a blank copy of the progress report that our program uses? I was confused by the term sample. I didn't know if you wanted to analyze the information on the student learning plan or the information that our organization uses to analyze progress.

## **Answer #13**

Applicants may include a copy of an actual progress report (please ensure that all information that may be identifiable at the student level is removed) or provide a blank copy of a progress report. Applicants may also include a copy of a progress report that is filled out with dummy information (in other words, create a fake student and fill out information for the fake student in the same way that the program would create a progress report for an actual student). If an applicant does so, the applicant should ensure that it is clear that the information on the progress report is “dummy” (i.e., made-up) information.